

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	NE-33-04
		<b>募集締切日：</b> Closing Date	18 Jan04
		<b>発行日：</b> Date of Issue	7 Jan 04
<b>1.職種名 Job title ( 等級 Grade <u>4</u> / 語学等級 LAD <u>2</u> )</b>  Retail Store Manager # 230 (小売店マネージャー)  <input checked="" type="checkbox"/> 事務系 (Administrative) <input type="checkbox"/> 技能系 (Blue Collar Trade)		<b>募集人数</b> No. of Recruitment  <div style="font-size: 2em; text-align: center;">1 名</div>	<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (通勤圏内) Current MLC/IHA Employee in commuting Distance <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊 Activity</b> Navy Exchange, Yokosuka Hardy Barracks Location Store <b>勤務場所 Working Place</b> 東京都港区 Minato-ku, Tokyo		<b>5.雇用の種類 Type of Employment</b>  <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> Permanent 常用	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> <b>勤務日 Work Days</b> 5 days / week <b>勤務時間 Work Hours</b> 8 hours / day 0930-1830 <b>休憩 Recess Period</b> 1 hour / day 1 時間休憩 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b> Directing and coordinating the activities of one or more retail store(s) and/or outlet(s) including such functions as merchandise, controls accountability, storage, employee utilization, training and the preparation and execution of budgets. Performs other related or incidental duties as assigned.			
<b>7.資格要件/身体条件 Qualification / Physical Requirements</b> a. One year of clerical, technical, or administrative work in any field <b>OR</b> completion of 4-years college/university in a related field. b. Knowledge of customer service concepts and practices. c. Skill in operating personal computer such as Microsoft Word, Excel and Outlook d. Ability to motivate, train and work effectively with subordinate sales checkers. e. Ability to prepare and maintain detailed records such as sales records, etc. f. Ability to speak, read, and write English at average proficiency level. (LAD-2) Handicapped applicants may be accepted, depending on the degree and kind of disability. 障害のある方は、障害の種類や度合いにより、考慮されます。			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> N/A <b>免許証/修了証 License/Certificate Required :</b> N/A			

<b>8.提出するもの Application and Associated Documents</b>		<b>職務状況</b> Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> * 上記は英語で記入 * Complete in English <input checked="" type="checkbox"/> 英語の能力を証明するものの写し。 Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cmx23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		Works irregular schedule. 不規則勤務有り
<b>問い合わせ先 for Job Inquiries</b>	<b>提出先 Office to Submit</b>	<b>事務処理欄 For Official Use</b>
・ 担当部署/担当者名 Office Navy Exchange, Yokosuka Human Resources Office ネイビーエクスチェンジ ヨコスカ 人事課 ☎ 046-822-7526 ☎ 046-821-1911 (内線 243-5149)	〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-816-8152 (DSN 243-8152)	PD No.: NEX-HBLS-001  PD is accurate and current. Certified by Activity: at  HRO; at 1/7so1/7

応募要項を満たしていない場合、選考の対象になりません。  
Incomplete applications will not be processed.

提出された応募書類はお返ししません。  
Submitted applications will not be returned